

MAIN FACS “TIPS & TECHNIQUES”

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IMPORTANT: This issue contains important operating information for all users of R★STARS and ADPICS. Please distribute promptly.

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MAIN FACS ONLINES UNAVAILABLE - TRACKING TABLES ARCHIVE

On Saturday, August 23, 2003, data will be archived from the Document Tracking, Document Header, Document Position, Vendor Header, Vendor Position, and Note Pad tables. MAIN FACS on-lines will not be available on that day.

Documents with a transaction year of 2001 or earlier will be archived provided they do not exist on the Accounting Event table, and no payments related to the document are outstanding.

In addition, note pad entries with a transaction year of 2001 or earlier will be archived provided that their associated document does not exist on the Document Tracking table.

After archiving, system users will no longer be able to view archived documents on the following R★STARS screens:

Document Tracking Inquiry screen (S037)
Approvals by Document screen (S039)

Archived note pad entries will also be unavailable for viewing within R★STARS.